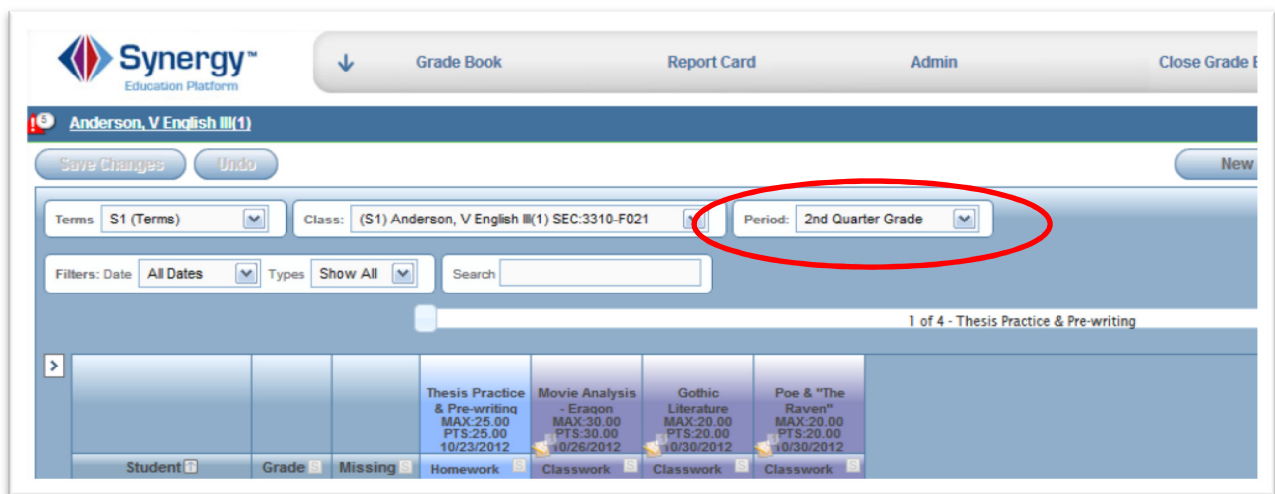


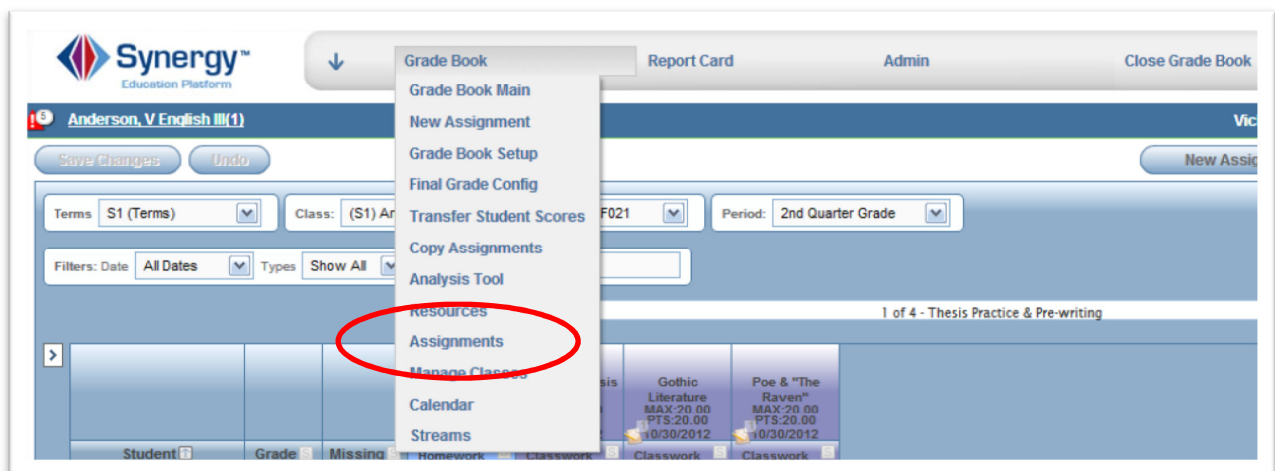
## Synergy Grade Periods Tutorial – Coronado High School

The problems we are encountering in Synergy are largely due to the fact that most teachers haven't had an opportunity to fully understand how the Grading Periods function. Whether or not you keep a running gradebook from quarter to quarter, the correct Grading Period(s) must be marked in order for students, parents, Advisory teachers, administrators, etc. to accurately view student grades. This tutorial should help, and a Coronado Synergy Help Lab will be open to all teachers on Friday afternoon.

ALL Coronado teachers should now be on 2<sup>nd</sup> Quarter Grade in their gradebooks:



It is necessary to mark both 2<sup>nd</sup> Quarter Mid-Grade and 2<sup>nd</sup> Quarter Grade periods until midterm reports have been posted. You can easily fix this for any assignments you've created so far this term simply by going to the Assignments page:



Once on the assignments page, you will need to change the Page Size so that all assignments appear at once. You can do this by selecting the appropriate Page Size from the drop-down menu.

The screenshot shows the Synergy Education Platform interface. At the top, there are navigation links: Grade Book, Report Card, Admin, and Close Grade. Below this, the page title is "Anderson, V English III(1)". The main heading is "Showing Assignments for (S1) Anderson, V English III(1) SEC:3310-F021".

The "Assignment List Filters" section includes a dropdown for "Class" (S1) Anderson, V English III(1) SEC:3310-F021, a dropdown for "Grading Period" (1st Quarter Grade), a dropdown for "Page Size" (10 Assignments), and a "Custom Assignment Sort" button. Below the filters, the pagination controls show "<< Previous Showing 1-10 of 28 Next >>". A red circle highlights the "Page Size" dropdown, and an arrow points from the "Next" link to the "Page Size" dropdown.

The "Assignments" tab is selected, and the "Save Changes" and "Undo" buttons are visible. Below the filters, there is a table with columns: Action, Measure, Assign Date, Score Type, Assignment Type, Due Date, Max.Val., and Pts.Pos. The table shows one row with the following data:

Action	Measure	Assign Date	Score Type	Assignment Type	Due Date	Max.Val.	Pts.Pos.
<input type="checkbox"/> All	<input type="text" value="Resume"/>	<input type="text" value="08/15/2012"/>	<input type="text" value="Percentage"/>	<input type="text" value="Homework"/>	<input type="text" value="08/15/2012"/>	<input type="text" value="25"/>	<input type="text" value="25.00"/>

You can see in the example below that all assignments are now visible on the same page. This is important in making sure they are all marked consistently.

The screenshot shows the Synergy Education Platform interface. At the top, there are navigation links: Grade Book, Report Card, Admin, and Close Grad. Below this, the page title is "Anderson, V English III(1)". The main heading is "Showing Assignments for (S1) Anderson, V English III(1) SEC:3310-F021".

The "Assignment List Filters" section includes a dropdown for "Class" (S1) Anderson, V English III(1) SEC:3310-F021, a dropdown for "Grading Period" (1st Quarter Grade), a dropdown for "Page Size" (30 Assignments), and a "Custom Assignment Sort" button. Below the filters, the pagination controls show "Showing 1-28 of 28". A red circle highlights the "Page Size" dropdown, and another red circle highlights the "Showing 1-28 of 28" text.

The "Assignments" tab is selected, and the "Save Changes" and "Undo" buttons are visible. Below the filters, there is a table with columns: Action, Measure, Assign Date, Score Type, Assignment Type, Due Date, Max.Val., and Pts.Po. The table shows one row with the following data:

Action	Measure	Assign Date	Score Type	Assignment Type	Due Date	Max.Val.	Pts.Po
<input type="checkbox"/> All	<input type="text" value="Resume"/>	<input type="text" value="08/15/2012"/>	<input type="text" value="Raw Score"/>	<input type="text" value="Writing"/>	<input type="text" value="08/15/2012"/>	<input type="text" value="25"/>	<input type="text" value="25.00"/>

Once all assignments are showing on the page, select the Grading Periods tab, click “All” at the top of the columns for both 2<sup>nd</sup> Quarter Mid-Grade and 2<sup>nd</sup> Quarter Grade, then click on the Save Grading Periods button.

The screenshot shows the Synergy Education Platform interface. At the top, there's a navigation bar with 'Grade Book', 'Report Card', 'Admin', and 'Close Gr'. Below this, a header bar indicates the class: 'Anderson, V English III(1)'. The main content area is titled 'Showing Assignments for (S1) Anderson, V English III(1) SEC:3310-F021'. There's a section for 'Assignment List Filters' with dropdowns for 'Class', 'Grading Period' (set to '2nd Quarter Grade'), 'Page Size' (set to '30 Assignments'), and 'Custom Assignment Sort'. Below the filters, it says 'Showing 1-4 of 4'. The 'Grading Periods' tab is selected, and the 'Save Grading Periods' button is circled in red. The table below shows assignments with columns for various grading periods. The 'All' selection boxes for the '2nd Quarter Mid-Grade' and '2nd Quarter Grade' columns are also circled in red.

Assignment	Due Date	1st Quarter Mid-Grade	1st Quarter Grade	2nd Quarter Mid-Grade	2nd Quarter Grade	1st Semester Grade	3rd Quarter Mid-Grade	3rd Quarter Grade
		<input type="checkbox"/> All	<input type="checkbox"/> All	<input type="checkbox"/> All	<input type="checkbox"/> All	<input type="checkbox"/> All	<input type="checkbox"/> All	<input type="checkbox"/> All
Thesis Practice & Pre-writing	10/23/2012	<input type="checkbox"/> All	<input type="checkbox"/>	<input checked="" type="checkbox"/> Included	<input checked="" type="checkbox"/> Included	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Movie Analysis - Eragon	10/26/2012	<input type="checkbox"/> All	<input type="checkbox"/>	<input checked="" type="checkbox"/> Included	<input checked="" type="checkbox"/> Included	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gothic Literature	10/30/2012	<input type="checkbox"/> All	<input type="checkbox"/>	<input checked="" type="checkbox"/> Included	<input checked="" type="checkbox"/> Included	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Poe & "The Raven"	10/30/2012	<input type="checkbox"/> All	<input type="checkbox"/>	<input checked="" type="checkbox"/> Included	<input checked="" type="checkbox"/> Included	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

From this point forward **until Midterm Report Cards have been posted**, you can ensure that both Grading Periods are checked by selecting the Grading Periods tab in each new assignment you create (see top of next page).

Assignment Summary

TYPE	POINTS	# ASGN.
Homework	25.00	1
Classwork	70.00	3

Assignment Name: The Oval Portrait

Description:

Assignment Settings

Date of Assignment: 11/1/2012

Assignment Category: Normal

☒ Show in Parent/Student Portal

Type: Classwork

Grading: ☒ Overall Grade Only ☐ Overall Grade and Standards

Score Type: Raw Score

Max. Score: 20

Points: 20

Assignment Drop Box

☐ Enable Drop Box

Drop Box Open Date:

Drop Box Close Date:

Document Count Limit: Unlimited

Standards Correlations | **Grading Periods**

Apply the marks for this assignment to the following grading periods:

☐ 1st Quarter Mid-Grade ☒ 2nd Quarter Grade ☐ 3rd Quarter Grade ☐ 4th Quarter Grade

☐ 1st Quarter Grade ☒ 1st Semester Grade ☐ 4th Quarter Mid-Grade ☐ 2nd Semester

☒ 2nd Quarter Mid-Grade ☐ 3rd Quarter Mid-Grade

You can even program your grade book to always select the same Grading Periods you used last time by following these steps. First, go to Grade Book Setup.

Synergy™ Education Platform

Anderson, V English III(1)

Save Changes Undo

Terms: S1 (Terms) Class: (S1) Ar

Filters: Date: All Dates Types: Show All

Grade Book

- Grade Book Main
- New Assignment
- Grade Book Setup**
- Final Grade Config
- Transfer Student Scores
- Copy Assignments
- Analysis Tool
- Resources
- Assignments
- Manage Classes
- Calendar
- Streams

Period: 2nd Quarter Grade

1 of 8 - Thesis Practice & Pre-writing

Student	Grade	Missing	Homework	Classwork	Classwork	Classwork	Classwork	Classwork	Homework	Classwork
			Gothic Literature MAX:20.00 PTS:20.00 10/30/2012	Poe & "The Raven" MAX:20.00 PTS:20.00 10/30/2012	The Oval Portrait MAX:20.00 PTS:20.00 11/1/2012	"Masque" wkst MAX:25.00 PTS:25.00 11/2/2012	Extra Credit "Masque" Crossword MAX:10.00 PTS:0.00 11/5/2012	"Tell- M P1 11		

Once in Grade Book Setup, click on the Grade Book Settings tab and choose “My Last Selection” from the Grading Period Default for New Assignments drop-down menu.

The screenshot shows the Synergy Education Platform interface for Grade Book Setup. At the top, there are tabs for Grade Book, Report Card, Admin, and Close Grade Book. The Grade Book tab is active. Below the tabs, the page title is 'Anderson, V English III(1)'. The main section is 'Grade Book Setup'. On the left, there is a sidebar with 'Other Setup Areas' and links: 'My Assignment Types', 'My Grade Book Score Types', 'My Report Card Score Types', and 'My Grade Book Comments'. The main content area has three tabs: 'Assignment Weighting', 'Grade Book Settings' (which is circled in red), and 'Standards'. Under the 'Grade Book Settings' tab, there are two sections: 'Final Grade Rounding Settings' and 'Grading Period Default For New Assignments'. The 'Grading Period Default For New Assignments' section has a dropdown menu with 'My Last Selection' selected, and this entire section is circled in red. Below this is a section for 'District Grade Book Settings'.

This only affects the Grading Periods selections for new assignments – nothing else. After Midterm report cards have been posted, simply unclick the 2<sup>nd</sup> Quarter Mid-Grade box and it will no longer be checked on future assignments.

**For assistance with these or any other aspects of Synergy, please sign up in MLP and attend our Help Lab on Friday!** We will also address combining terms at semester and other methods of finalizing semester grades for those who are interested.

One of the Synergy pilot teachers (Vicki, Dawnn, Jerry, Erika) will be coming around to check on grade book setup by midterm reporting to make sure there are no inconsistencies in grade reporting across the campus. Keep this handout with your questions available for this meeting.

Here's why it is necessary to properly check Grading Periods:

2nd Quarter Mid-Grade   1st Semester Grade   3rd Quarter Mid-Grade   4th Quarter Mid-Grade   2nd Semester Grade	
Mid-Grade (ending on 11/20/2012)	
Teacher	2nd Quarter Mid-Grade
[redacted]	B (80.0)
[redacted]	B (85.0)
[redacted]	A (97.2)
[redacted]	A (100.0)
[redacted]	No grade book information for student
[redacted]	No grade book information for student
[redacted]	No grade book information for student
[redacted]	No grade book information for student

2nd Quarter Mid-Grade   1st Semester Grade   3rd Quarter Mid-Grade   4th Quarter Mid-Grade   2nd Semester Grade	
Mid-Grade (ending on 12/21/2012)	
2nd Quarter Grade	1st Semester Grade
B (80.0)	No grade book information for student
No grade book information for student	No grade book information for student
A (97.2)	No grade book information for student
A (100.0)	No grade book information for student
No grade book information for student	No grade book information for student
No grade book information for student	No grade book information for student
No grade book information for student	No grade book information for student
No grade book information for student	No grade book information for student

Second example –marked assignments in 2<sup>nd</sup> quarter but not Mid-grade so students will not know unless they select 1<sup>st</sup> semester grade as the default is the current grading period.

2nd Quarter Mid-Grade   1st Semester Grade   3rd Quarter Mid-Grade   3rd Quarter Grade   4th Quarter Mid-Grade   2nd Semester Grade		
Mid-Grade (ending on 11/20/2012)		
Name	Teacher	2nd Quarter Mid-Grade
[redacted]	[redacted]	No grade book information for student
[redacted]	[redacted]	No grade book information for student
[redacted]	[redacted]	No grade book information for student
[redacted]	[redacted]	No grade book information for student
[redacted]	[redacted]	No grade book information for student
[redacted]	[redacted]	F (39.6)
[redacted]	[redacted]	F (28.8)
[redacted]	[redacted]	No grade book information for student

1st Semester Grade   3rd Quarter Mid-Grade   3rd Quarter Grade   4th Quarter Mid-Grade   2nd Semester Grade		
Mid-Grade (ending on 12/21/2012)		
	2nd Quarter Grade	1st Semester Grade
[redacted]	(0.0)	No grade book information for student
[redacted]	No grade book information for student	No grade book information for student
[redacted]	C (75.0)	No grade book information for student
[redacted]	No grade book information for student	No grade book information for student
[redacted]	No grade book information for student	No grade book information for student
[redacted]	F (39.6)	No grade book information for student
[redacted]	F (28.8)	No grade book information for student
[redacted]	(0.0)	No grade book information for student